



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 39
OSC Ref. C. 6000⁷

28th January, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant post of Employee Relations Officer (GMG/AM 4)** in the **Human Resource Division, Jamaica Constabulary Force**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for supporting the Director, Employee Relations with matters treating with disputes between workers, workers and managers and the promotion of good labour practices within the Human Resource Division.

Key Responsibilities

Technical/Professional

- Reviews Human Resource policies/strategies consistent with best practices;
- Communicates and maintains Industrial Relations policies and procedures;
- Investigates Industrial Relation issues;
- Investigated disciplinary actions;
- Prepares and submits reports prepared and submitted;
- Manages Attendance Register appropriately;
- Participates in meetings relating to negotiations, conciliations and arbitrations;
- Participates in the preparation of briefs on wage claims for submission to the relevant authorities;
- Conducts research and processes all Industrial Relations matters;
- Interprets relevant Industrial Legislations and provides professional guidance and advice as required;
- Ensures staff awareness of changes to Labour Laws, arbitration decisions and anything that may affect union and management relations;
- Examines and attempts to resolve industrial disputes and grievances in the workplace;
- Assists in maintaining good relationships between employer, Unions and employees;
- Researches past arbitration decisions, grievances and analyses their effect on pending negotiations;
- Liaises with the relevant Ministries, Departments, Agencies on Industrial Relations matters;
- Participates in Investigating accidents/complaints and grievances;
- Ensures that attendance records are properly maintained throughout the Department;
- Prepares and analyses attendance reports and recommends strategy for improving tardiness and absenteeism where necessary.

Management/Administrative

- Assists with preparation of briefs for the management team on claims served by Unions/Associations;
- Monitors the implementation of Heads of Agreement;
- Assists with the Dissemination of information to staff on changes in the relevant Acts, Regulations, Codes and Laws;
- Participates in the design and development of the work plan/programme for the Division;
- Provides guidance to relevant persons on resolving conflicts and settling disputes;
- Provides advice on the operation of industrial awards and agreements.

Human Resource

- Ensures that staff is aware of policies, procedures and regulations;
- Participates in the recruitment of staff for the Department;
- Assists in the Determination of tools/resources required for improved efficiency within the Unit;
- Attends meetings on behalf of Director, Employee Relations
- Performs any other related duties that may be assigned from time to time

Required Knowledge, Skills and Competencies

- Punctuality and integrity
- Working knowledge of the Departments' operations
- Knowledge of Employee Relations policies
- Teamwork
- Excellent oral and written communication skills
- Knowledge of HR policies and procedures
- Good customer and quality focus skills
- Problem solving skills
- Compliance
- Initiative

Minimum Required Qualification and Experience

- Bachelors Degree in Human Resource Management/Administration from a recognized institution.
- Two (2) years related work experience in a similar position
- Demonstrable knowledge of employee relations principles and practices

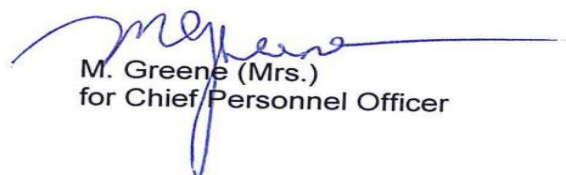
Applications accompanied by résumés should be submitted **no later than Wednesday, 10th February, 2021 to:**

**Senior Director
Human Resource Management & Development
Jamaica Constabulary Force
NCB South Tower
3rd Floor
2 Oxford Road
Kingston 5.**

Email: hrbranch@jcf.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


M. Greene (Mrs.)
for Chief/Personnel Officer